

## **ADDITION TO THE ADPICS PCHL 5750-64 TABLE**

A new doc type "OP" has been added for ADPICS users who process requisitions. The new doc type "OP" will route requisitions with values of less than \$25,000.01 to the DMB, Office of Purchasing for processing.

Agencies were delegated the authority to handle the complete purchasing process, including posting the purchase order, on requisitions up to \$25,000.00. If an agency prefers to have the DMB, Office of Purchasing involved in the processing of these orders, the requisition can be routed to the Office of Purchasing by using the "OP" doc type. It should also be used for requisitions under \$25,000.01 that require a Blanket Purchase Order spanning more than 12 months.

Agencies must update their ADPICS user security to include the document/doc type combinations of RQ-OP, CR-OP, and CO-OP.